

COURT PARALEGAL
Announcement Number: 05-008

Supplemental Application
Filing Deadline: April 15, 2005

This Supplemental Application must be submitted with the Superior Court of California, County of San Bernardino Employment Application.

1. Certification/Education:

Certificate of completion from an American Bar Association accredited and certified paralegal program.

Name of School/College: _____

Date of Completion: _____

* A Copy of Certificate must be attached.

Type of Degree(s) held (if applicable): _____

Date(s) Awarded: _____

Name/location of college(s)/University(s): _____

Directions: On a separate sheet of paper, please describe in detail as concisely as possible, your experience and accomplishments in each of the following areas using one page or less. Specify the employer, position held and the dates when describing this experience.

2. Describe your experience in Family Law specifically, Title IV-D.
3. Describe your experience in assisting self represented litigants.
4. Describe your experience and level of proficiency using Word and Excel software, or other similar software (e.g. Word Perfect, etc.) including the tasks performed using each.
5. Attach a sample of a motion or memo that you have personally drafted.

Certificate of Application: I certify that all statements made in this application and the supplemental application is true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): _____ Social Security #: _____

Signature: _____ Date: _____

Paralegal- 3-05 crp